

The District Five Board of Trustees met Monday, January 23, 2012, at Duncan Elementary School, 100 South Danzler Road, Duncan, South Carolina at 6:30 PM.

The following members were present:

Mr. Steve Brockman
Mr. Gerald Cook
Mr. Bo Corne
Mr. Rick Eitel
Mr. Garry Harper
Mr. Patrick Jarrett
Mrs. Julie McMakin
Mr. James Norman
Mr. Michael Thompson

1. **Called to Order and Notice to Media:** Mr. Steve Brockman, Chairman, called the meeting to order and read the Notice to Media:

Notice to Media: In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, the following have been notified of the time, date, place, and agenda of this meeting.

The Spartanburg Herald-Journal
WSPA-TV
The Greenville News
The Greer Citizen
WYFF TV, Spartanburg Bureau
Middle Tyger Times
WHNS, Fox 21
WSPA-AM
WASV, Ch.62

2. **Mr. Bo Corne led the opening prayer.**
3. **Swearing In Ceremony:** Newly elected board member, Mr. Garry Harper, repeated the Oath of Office, as read by Representative Rita Allison.
4. **Approval of Minutes – November 21, 2011 and December 7, 2011:**

A motion was made, seconded and passed unanimously (9-0) to accept the minutes as mailed.

5. **Special Recognition:** Mr. Bobby Bentley, Public Relations Director, recognized the following individuals for their outstanding accomplishments:
 - **Byrnes High School Academic Team:** Inderpal Singh, John Washburn
 - **Florence Chapel Middle School Academic Team:** Aimee McVey, Bailey Belcher, Connor Roodvoets, Victoria Shaw, Iman Qatawi, Christian Eitel, Mikaela Williams, Daniel Cooper, Lananh Tran, Elijah Johnson, Markel Thomas, J.J. Smith, Santi Suri, Khalil Gamble, Josiah Meno, Barry Morrow, Jason Peck, Peyton Dunn, Harry Stathakis, Suzanne Rivera, Parker Malone, Julia Wiemerskirch
 - **Parker Lewis:** First place winner in USC Upstate National Career Development Association Poetry and Poster Contest

- **District Five Board Members:** Each board member was presented a copy of a book that has been placed in the media center of a school, in honor of Board Appreciation Month.
- **District Five Board Members:** Each board member was presented a certificate from Representative Rita Allison, in recognition of Board Appreciation Month.
- **Mr. Gerald Cook:** Dr. Frank Vail, with the SC School Boards Insurance Trust, presented an award to Mr. Cook for his years of service on the board of the SCSBIT. Mr. Cook served from 2004-2011.

6. Action Agenda

- a) Board Officer Elections:** Dr. Turner asked for nominations from the board for the following officers: Chairman, Vice Chairman, and Secretary.

Mr. Steve Brockman was nominated by Mr. Garry Harper for the office of Chairman for a second term. A motion was made, seconded and passed unanimously (9-0) to appoint Mr. Brockman as Chairman of the Board.

Mr. Bo Corne was nominated by Mr. Michael Thompson for the office of Vice Chairman for a second term. A motion was made, seconded and passed unanimously (9-0) to appoint Mr. Corne as Vice Chairman of the Board.

Mr. Michael Thompson was nominated by Mrs. Julie McMakin for the office of Secretary. A motion was made, seconded and passed unanimously (9-0) to appoint Mr. Thompson as Secretary of the Board.

- b) Board Committee Appointments:** Chairman Brockman announced appointments of the board members to the respected committees listed below:

- **Finance:** Julie McMakin, Michael Thompson, Steve Brockman
- **Curriculum and Instruction:** Gerald Cook, Patrick Jarrett, Garry Harper
- **Community Relations:** Garry Harper, Steve Brockman, Michael Thompson

- c) Board Policy Ad Hoc Committee Appointments:** Dr. Turner reported the need in forming a new board committee for the purpose of reviewing updated board policies as provided by the South Carolina School Boards Association. Once the committee reviews the policies, they will be presented to the board for a vote.

A motion was made, seconded, and passed unanimously (9-0) to create an Ad Hoc Policy Committee as recommended by the administration. Chairman Brockman appointed the following board members to serve on the board policy committee: Rick Eitel, Bo Corne, and James Norman.

- d) R. D. Anderson Board Appointments:** Dr. Turner informed the board of the need to elect two new members to serve on the board of R. D. Anderson Applied Technology Center. Julie McMakin and Rick Eitel were nominated.

A motion was made, seconded, and passed unanimously (9-0) to appoint Julie McMakin and Rick Eitel to serve on the board of R. D. Anderson Applied Technology Center.

- e) **Revise Policy BBC – First Reading:** Dr. Turner presented a draft copy of policy BBC – Board committees (Attachment A). The proposed change would replace the Community Relations Committee with a Policy Committee. Dr. Turner reported that the Community Relations Committee has not been as active as the other committees. The district has two full time employees who are currently involved with community relations and business partnerships.

After questions and discussion, a motion was made, seconded, and passed unanimously (9-0) to amend policy BBC – Board Committees, as recommended by the administration.

- f) **2012-2013 Calendar:** Dr. Ashley Atkinson provided a copy of the proposed 2012-2013 school year calendar (Attachment B). Dr. Atkinson reported that the calendar was developed by the Spartanburg County Superintendents of Curriculum and Instruction. The draft has been reviewed by principals and staff, and has been approved by the Spartanburg County Superintendents.

After questions and discussion, a motion was made, seconded, and passed unanimously (9-0) to accept the 2012-2013 calendar as presented by administration.

7. Reports

- a) **Virtual School Update:** Dr. Atkinson distributed a handout providing information on the District Five Virtual School and Spartanburg County Virtual School Programs (Attachment C). Dr. Atkinson provided an overview of the three types of credits that can be earned in the virtual school program: initial, recovery, and content recovery. Dr. Atkinson reviewed the number of students enrolled for each type of credit, the number of units attempted, as well as the number of credits earned. The report also provided the enrollment numbers, by grade level, of District Five students participating in the Spartanburg County Public Virtual School Program for the 2011-12 school year.
- b) **2012 Personnel Time Line:** Mrs. Libby Grau, Director of Personnel, provided a copy of the personnel contract time line (Attachment D). Mrs. Grau reported that personnel booklets, containing information on Administrator, Certified Staff, and At Will Employees, will be mailed to the board for review during the week of February 6, 2012. The board will vote on contracts at the February 27 meeting. Contracts will be distributed to school personnel on March 6 and will be returned to principals by March 21. Principals will then forward to the District Office by March 23. Retired, At Will, employees were given a memo on January 11 outlining requirements for continued employment with District Five. These employees will be notified in April of their employment status.
- c) **Limited School Choice / 90 Day Enrollment:** Dr. Greg Wood, Assistant Superintendent of Administration and Operations, provided an overview of the Limited School Choice process. Applications will be accepted from January 30 through March 23. Dr. Wood discussed the option of opening River Ridge Elementary School for the 2012-13 school year, while Reidville and Lyman Elementary Schools would remain closed due to capacity. After questions and discussion, the administration plans to further study enrollment numbers, capacity, and staffing needs at these locations to make a final determination.

Dr. Wood also distributed a copy of the 90 Day Enrollment for District Five Schools, grades K5 through 12 (Attachment E). Current 90 day enrollment for the 2011-12 school year is reported at 7,381 students. This reflects an increase of 59 students from the 2010-11 school year 90 day enrollment status.

- d) PARR – Premium and Risk Reduction Program:** Dr. Wood provided an overview of the Premium and Risk Reduction program. Dr. Wood reported that the PARR program is an incentive program, provided by the South Carolina School Boards Insurance Trust, which helps implement effective safety and risk prevention programs and activities. Participating districts are provided a credit in worker compensation claims. Since 2004, District Five has saved over \$142,000 in Workers Compensation savings through the PARR program. Dr. Wood also reviewed the district's recent claims per average daily membership since 2008. Per the report, the number of claims per average daily membership has been below the number of claims of other participating districts.
- e) Quarterly Financial Report:** Mr. David Hayes, Director of Finance, distributed a copy of the quarterly general fund financial report through December 31, 2011 (Attachment G). The district's total annual projected revenue is \$60,170,606. The total annual projected expenditures and transfers equal \$61,021,389, which would create a negative balance of \$850,783 in the general fund. Mr. Hayes also reported that the negative cash flow of \$13,054,928 in the YTD Actual column is typical for the first six month of the school year. This deficit is expected to be restored when local revenue is received in January and February from property tax collections.
- f) Tentative Budget Time Line:** Mr. Hayes distributed a copy of the tentative budget calendar for school year 2012-13 (Attachment H). Mr. Hayes reported that detailed budget requests will be distributed to the board on March 26. Budget work sessions have been scheduled for April 16, May 14, and June 4 (if necessary). The final budget will be presented to the board on June 25 for approval.

8. Executive Session

- a) Personnel and Contractual Issues:** A motion was made, seconded and passed unanimously (9-0) to go into executive session for the purpose of personnel recommendations and contractual issues.

In open session, a motion was made, seconded and passed unanimously (9-0), to accept the personnel recommendations as presented (Attachment I).

There being no further business, the meeting was adjourned at 8:45 PM.

Respectfully submitted,

Michael Thompson
Secretary